

Head Start Federal Performance Standards [(1304.52(j)(1)-(2))] require that each staff member have an initial medical examination, including tuberculosis screening, and periodic re-examinations as per their personal care provider's recommendation. In order to comply with the Performance Standards, all Head Start/ECEAP/Early Head Start applicants who receive a conditional offer of employment must complete a pre-employment health examination.

Enclosed are the following documents needed for the pre-employment health examination:

- A *Pre-Employment Health Examination* form, with position and department information filled in by the supervisor.
- An information sheet regarding Community Colleges of Spokane Student Health Clinic and Kaiser Permanente Riverfront Medical Center including their phone numbers and the days and hours they are open. These clinics do all of the pre-employment examinations for our program and you must have your examination done at one of these clinics. There is no cost to you for the pre-employment exam.

**Please do the following upon receipt of this document:**

1. Call one of the following for an appointment:
  - Community Colleges of Spokane Student Health Clinic, 533-8611 (no appointments necessary)
  - Kaiser Permanente Riverfront Medical Center, 325-9411
2. Ask to schedule a **“CCS Head Start Pre-Employment Health Exam including a TB Test.”** In most cases, that will be **two** appointments; the first for the health exam and the TB test, and the second 2 to 3 days later to read the TB test results.
3. If you are unable to schedule an appointment immediately, please call the supervisor noted on the *Pre-Employment Health Examination* form to talk about the arrangements.

After the health exam and the TB test results are read, the clinic will fax the *Pre-Employment Health Examination* form to the Human Resources Office (HRO) for confidential handling and review by a designated HRO employee.

If the applicant is found to be free from communicable diseases, HRO will call the supervisor. The supervisor will call the applicant\*\* to determine a start date.

If the results of the health exam indicate the applicant<sup>1</sup> shows a communicable disease, HRO will consult with him/her and/or the medical provider as necessary to determine if he/she can perform the physical and special requirements of the job with reasonable accommodation. If the health status is found to put the applicant<sup>1</sup> or others at risk (even with a reasonable accommodation), he/she will be notified of the results.

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<sup>1</sup> Applicant who has been given a conditional offer of employment.